

~~FOR OFFICIAL USE ONLY~~

13 October 1961

MEMORANDUM FOR: SA/AD/CR

SUBJECT : Quarterly Reports

REFERENCE : Your memorandum dated 11 September 1961, same subject.

1. As requested, attached is a copy of the Document Division last quarterly report on which I have marked those entries required within the division for administrative control.

2. I roughly estimate that  $8\frac{1}{2}$  man days are spent in the division compiling the quarterly report. However, this does not include the time spent by the individual workers and supervisors in preparing their daily, weekly and monthly reports, most all of which are needed for administrative control within the division. This latter time is estimated as taking about  $7\frac{1}{2}$  man days per week or  $97\frac{1}{2}$  man days per quarter.

  
Chief, Document Division

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Attachment:  
As stated above.

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